



Board of Cosmetologist Examiners
2829 University Avenue SE, Suite 710
Minneapolis, MN 55414
651-201-2742 - 612-617-2601(fax)

www.bceboard.state.mn.us - bce.board@state.mn.us

Instructor License Application

THE BCE IS ON A THREE-YEAR LICENSE CYCLE. A LICENSE CANNOT BE ISSUED FOR MORE THAN THREE YEARS. THUS, YOUR INITIAL LICENSE MAY EXPIRE IN LESS THAN THREE YEARS.

-Reciprocity is not granted for Instructors-

The following must be submitted for your application to be processed:

- ☐ Completed Application
- ☐ Fees \$172.00 Payable to the BCE, Credit Cards Not Accepted
- ☐ Course Completion Certificate from Minnesota Board Approved 38-hour instructor training course
- ☐ Copy of Current MN Operator or Manager License – You must keep your Operator or Managers License current. Your hours worked at the school clinic floor will count towards renewal hours needed to renew an operator or manager license.
- ☐ Original passing results from the Minnesota practical examination not more than one year old
- ☐ Original passing results from the Minnesota instructor written examination not more than one year old
- ☐ Original passing results from the General instructor written examination not more than one year old
- ☐ Experience Verification Form of at least 1400 hours in a licensed salon in any state within the last three years
- ☐ Make a copy of the entire completed application and supporting documents for your records (Highly Recommended)

Please Check Type of Instructor License

☐

Cosmetologist Instructor

☐

Manicurist Instructor

☐

Esthetician Instructor

Applicant Information

"The data which you furnish on this application will be used by the BCE to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the BCE may be unable to process this application. Disclosure of your Social Security number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. Then BCE may use your Social Security Number for revenue recapture as authorized by Minnesota Statutes, Chapter 270A. After issuance of a license, all information contained in this application, except your Social Security Number, will be public information pursuant to Minnesota Statutes, Chapter 13."

Pursuant to Minnesota Statutes 604.113 and 609.535 the BBCE is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.

03/2012

Social Security Number		Date of Birth / /		Primary Phone Number	
First Name		Middle Initial		Last Name	
Residential Address				Operator or Manager License Number	
City	State	Zip Code	Email Address (Newsletters and Renewal Notifications)		

For Office Use Only:

Staff Initials _____ Check/MO/ Receipt Number: _____ Amount Paid: _____

Application Number: _____ License Number: _____ Date Processed: _____

All applicants must answer the following questions. If the answer is yes for any of the questions, you are required to submit additional documentation that is described below.

<p>1. Have you ever held any type of cosmetology license in any state or country? <i>If yes, list the state(s) below and license type(s) for each state/country where you have held a license.</i></p> <p>_____ State/Country</p> <p>_____ State/Country</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>2. Have you (or any license you have held) ever been the subject of any inquiry or investigation by any division of the Board of Cosmetologist Examiners, or Office of the Attorney General? <i>If yes, attach written explanation signed and dated by applicant, including specific dates, and submit copies of all letters of inquiry and resolution.</i></p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach all of the following:</i></p> <ul style="list-style-type: none"> • A written statement signed and dated by applicant, identifying the type of license and explaining the circumstances of each incident. • A copy of the Notice of Hearing or other document that states the charges and allegations. • A copy of the official document which establishes the resolution of the charges or any final judgment. 	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach written explanation signed and dated by applicant, including specific dates.</i></p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

The Board of Cosmetology has the following features available for you online:

Renew Online (all but instructor license)*

Update Address*

Online Username: License Number

Online Password: Last 4 Digits of SSN

** These will soon only be available via the web, the office will no longer be processing these items.*

All online transactions can be processed with a credit card.

Find these forms online:

Print Duplicate Licenses (\$20.00)

Online Verification Letters (\$30.00)

Experience Verification Form

You must provide dates of employment and hours worked for the last three years from date of this application.

Salon Name	Owner/Manager Name	Salon Phone Number
Salon Address		Salon License Number
City	State/Country	Zip Code
Hours Worked Per <u>Month</u>	Employment Start Date	Employment End Date

Salon Name	Owner/Manager Name	Salon Phone Number
Salon Address		Salon License Number
City	State/Country	Zip Code
Hours Worked Per <u>Month</u>	Employment Start Date	Employment End Date

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Salon Name	Owner/Manager Name	Salon Phone Number
Salon Address		Salon License Number
City	State/Country	Zip Code
Hours Worked Per <u>Month</u>	Employment Start Date	Employment End Date

Total amount of hours worked in the last three years prior to this application: _____

Licensee Responsibility

Instructing

- Individuals whose operator license is a manicurist or esthetician are restricted to instructing in the area of their operator license only.

Renewals

- Your license will expire on the last day of your birth month of your three-year license period. If you fail to renew on or before that date, you will be considered expired and not eligible to work. Additional renewal fees will apply if you fail to renew on-time. The Board makes every effort to mail renewal notices to each licensee, but it is your obligation to renew your license on-time.

Name Change

- If you change your name, you must notify the Board immediately by completing the change of name form and providing legal documentation (marriage certificate, divorce decree, court documentation) of the name change.

Address Change

- It is your obligation as a licensee to inform the Board within 30 days of any address changes. You can process this update online at www.bceboard.state.mn.us.

Online License Verification

- It is your obligation to be working in a licensed salon and have a current license. You can look up any BCE license status on the BCE website under Online License Verification

Cosmetology Laws and Rules

- Copies of Cosmetology Laws and Rules are available from the Minnesota Bookstore at 651-297-3000 or www.leg.state.mn.us.

BCE Tips and Recommendations:

1. Verify the school has current license while you are instructing there.
2. Verify that the school has a current and designated manager and that the manager's license is current.

CERTIFICATION OF APPLICANT

I certify that the information submitted with this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetologist Examiners.

Signature of Applicant

Date

Application processing time is 15 business days.